

Paris Junior College Personal Accident Report

At Paris Junior College the safety of our employees, students and visitors is of the utmost importance. Please report any injuries that have occurred while working, attending classes or visiting any PJC location as soon as possible.

Employees of PJC, you have the responsibility to tell your employer if you have been injured at work while performing the duties of your job. You must tell your employer within 30 days of the date you were injured or first knew your injury or illness might be work-related.

Name: _____ Date: _____

Time of Accident: _____ Place of Occurrence: _____

Description of Accident (nature of injury, cause, equipment involved):

Medical treatment provided (i.e. ambulance transported to hospital): _____

Witnesses: _____

Signature of reporting person: _____

Date: _____

Employees: Please return completed form to Human Resources office.

Students: Please return completed form to Campus Police.

Visitors: Please return completed form to Campus Police.